

USER MANUAL

Sibatec Logbook - iPad Application



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INTRODUCTION

PURPOSE OF MANUAL

This manual contains information for establishing your work using the Ipad Application. Use this manual as a Self-Learning textbook. It describes the various functions that will be provided in the application.


The electronic logbook will keep a record of a driver's complete workday, and allow Law Enforcement Officers to carry out both on the spot checks of the logbook entries, as well as requesting copies of the previous logbook entries.

INFORMATION

At the top of the Logbook page on right hand side near logbook number is an  icon, when pressed this will bring up work time and logbooks information from the NZTA website. This button can be pressed at any time and to return to logbook just press the Sibatec Logbook button at the top right hand side.

Telstra5:53 am72%

Sibatec LogbookInstructions



NZ TRANSPORT AGENCY
WAKA KOTAHU

Work time

and logbooks

There are restrictions placed on how long the driver of a commercial or heavy motor vehicle may work before taking rest. Restricting work time helps reduce the risk of fatigue in drivers of commercial and heavy motor vehicles.

For more information on driver fatigue refer to factsheet 24 *Fatigue: Staying alert while you're driving.*

Who do the work time rules apply to?

The work time rules apply to everyone who is legally required to manage driving hours, including both drivers and transport operators. The rules apply to you if you drive or operate a vehicle that:

- requires a Class 2, 3, 4 or 5 driver licence; or
- is driven or operated in a transport service (other than a rental service), or
- is used in circumstances in which the vehicle must, or ought to be operated under a transport service licence, or
- is used to carry goods for hire or reward.

Work time requirements do not apply to the driver of a goods service vehicle that requires a Class 1 or 2 driver licence and:

- is used within a 50km radius of the vehicles normal base of operation, and
- is not used for hire or reward.

What are the work time and rest requirements?

Work time includes all time spent working regardless of whether it is time spent driving or doing other work.

In general, drivers must take a break of at least 30 minutes after 5½ hours of work time, no matter what type of work takes place during that period.

In any cumulative work day you can work a maximum of 13 hours and then you must take a continuous break of at least 10 hours (as well as the standard half-hour breaks every 5 1/2 hours).

A cumulative work day is a period during which work occurs, and that:

- does not exceed 24 hours, and
- begins after a continuous period of rest time of at least 10 hours.

You can accumulate a total of 70 hours work time (known as a 'cumulative work period') before having to take a continuous break of at least 24 hours.

Factsheet

02

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What does work time include?

Work time includes both driving and all other work-related activities subject to the work time rules. For example, it includes:

- driving
- loading and unloading
- maintenance and cleaning of vehicles
- administration
- any paid employment whether or not related to transport activities
- time on the taxi stand waiting for a fare (for a taxi driver).

Rest time means all time that is not work time; is at least 30 minutes long; and is not spent in a moving work vehicle.

Ferries

If your journey involves a scheduled ferry crossing between the North and South Island and the trip lasts more than an hour, you can count this as a rest break. Actual ferry departure and arrival times must be recorded as the start and end of a rest break in your logbook. At the end of the crossing, even if you have exceeded your work time hours for the day, you can work for up to one further hour to find a safe place to park your vehicle before taking your 10-hour rest break before commencing work again.

Taxi drivers

Because taxi drivers' work typically involves periods of rest while waiting for a fare, taxi drivers can work 7 hours before taking a break of at least 30 minutes. However, if you accept a fare of more than 100km, or do additional work within the same cumulative work day, then you must take a break after the standard 5½ hours.

Mixed driving

If you drive a taxi and another class of vehicle that is subject to work time requirements in a cumulative work day, then you must take a rest break after 5½ hours of continuous work time.

Short-term variations

If your work requires you to exceed normal work time limits to meet short-term business needs, operators can apply to the NZ Transport Agency (NZTA) for a short-term variation to either allowable work time or required rest breaks. However your cumulative work period must not exceed 70 hours.

FUNCTIONS

Start button is only used at the start of a work day. Once this button is pressed it changes the name on the button to Finish

Finish button to be pressed at the end of the workday to end work period

Drive button is used every time you start driving a vehicle

Start Rest button is only used to start a rest period

Stop Driving button is used when still working but not driving a vehicle

Note: When any of these buttons are in use, the colour reverts to grey and is deactivated until you choose your next option.

Add Remarks button (shaded yellow box) is for when notes need to be made in Location & Remarks column

Previous Logbook Records button (shaded yellow box) is used to view previous logbooks and allow Police to request copies of records

The circular displays under **Drive**, **Start Rest** and **Stop Driving** buttons will show a graphic display in colour, of the percentage time spent in each of these duties during this work period

When more entries are entered in a two hour block on the running sheet, in the Location and Remarks, Registration Driven Vehicle and Distance Record for vehicles subject to RUC boxes it will be shaded light grey which means there is more information not shown. By touching inside the shaded box it will reveal the complete entries for that time period, touch box again, and it will return to the standard worksheet.

Note: information will not be allowed to be entered into the system while vehicle is moving

Transport Management Application

MAIN MENU (Three buttons)

- Start New Logbook Form button brings up a new logbook
- Logbook Reports Button takes you to the last 30 logbook records and Police Request button
- Settings, shows registration number, licence expiry date of application and 2 buttons Renew Licence and Update Driver Details



Transport Management Application

Start New Logbook Form

Logbook Reports

Settings

START NEW LOGBOOK FORM (BUTTON)


Once pressed will open the logbook form that is used to record the details during the total working day, below the Cancel button, Header and Page Number, there is a panel which consists of four different fields that are listed below:

- Driver's license – inserted by application activation code
- Driver's name- inserted by application activation code
- Start Time- system generated
- Date- system generated

Cancel
Sibatec Logbook
i 10002

Driver's License MB2468
 Driver's Name Henry Matterson
 Start Time Midday
 Date 08/04/13

Start
Drive
Start Rest
Stop Driving


Start Time
Finish Time

Hrs	Rest Time	Work Time	Location & Remarks	Registration Driven Vehicle	Distance Record for vehicles subject to RUC
12					
2					
4					
6					
8					
10					
12					

End of last 24hour break
 Work time today
 + Previous total
 Total hours

Current Speed **0.00 km/hr**
Add Remarks
Previous Logbook Records

- FUNCTIONALITY OF THE FOUR BUTTONS THAT DRIVES THE LOGBOOK FORM**

- 1. Start Button**

Once the Start button is pressed, a box will appear asking "This Logbook Is For The Sole Use Of (The Drivers Name e.g. Henry Matterson), Are You This Person" Yes/No. Press No if this is not your name, as it is illegal to use another person's Logbook. Press Yes if it is you and the start time will show midnight or noon, depending on start time whether am or pm.

Sibatec Logbook

Driver's License: MB2468 Driver's Name: Henry Matterson Start Time: Midday Date: 08/04/13

Start Drive Start Rest Stop Driving

Start Time Finish Time

Hrs	Rest Time	Work Time	Location & Remarks	Registration Driven Vehicle	Distance Record for vehicles subject to RUC
12					
2					
4					
6					
8					
10					
12					

End of last 24hour break Work time today + Previous total Total hours

Current Speed: 12.31 km/hr Add Remarks Previous Logbook Records

Telstra

5:07 pm

71%

Sibatec Logbook

i

10003

Driver's LicenseMB2468

Driver's NameHenry Matterson

Start TimeMidday

Date08/04/13

Start

Drive

Start Rest

Stop Driving

Start Time

Finish Time

Hrs	Rest Time	Work Time	Location & Remarks	Registration Driven Vehicle	Distance Record for vehicles subject to RUC
12					
2					
4					
6					
8					
10					
12					

Is this the start of a cumulative work period

YESNO

End of last 24hour break

Work time today

+ Previous total

Total hours

Current Speed
0.00 km/hr

Add Remarks

Previous Logbook Records

Total work hours

Telstra

5:07 pm

71%

Cancel

Sibatec Logbook

i

10003

Driver's License

MB2468

Driver's Name

Henry Matterson

Start Time

Midday

Date

08/04/13

Start

Drive

Start Rest

Stop Driving

Start Time

Finish Time

Hrs	Rest Time	Work Time	Location & Remarks	Registration Given Vehicle	Distance Record for vehicles subject to RUC
12					
2					
4					
6					
8					
10					
12					

Cancel

Previous work

Done

Start date & time

Nature of work

Finish date & time

Total work hours

End of last 24hour break

Work time today

+ Previous total

Total hours

Current Speed

0.00 km/hr

Add Remarks

Previous Logbook Records

Telstra 5:08 pm 71%

Sibatec Logbook **10003**

Driver's License MB2468 Driver's Name Henry Matterson Start Time Midday Date 08/04/13

Start Drive Start Rest Stop Driving

Start Time Finish Time

Hrs	Rest Time	Work Time	Location & Remarks	Registration	Distance
				Even Vehicle	Record for vehicles subject to RUC
12					
2					
4					
6					
8					
10					
12					

Previous work

Start date & time
20 Jan 2014 7:00 am

Nature of work

Finish date & time

Total work hours

Sat 18 Jan	5	58	
Sun 19 Jan	6	59	
Mon 20 Jan	7	00	am
Tue 21 Jan	8	01	pm
Wed 22 Jan	9	02	

Press the Start date & time panel and a reel will appear at bottom of screen which you move by rolling the reel to set the date & time of start.

Once set, touch the Nature of work panel and type in work function performed since the last 24 hour break to where you are now going to take up driving duties.

Now touch Finish date & time and use the reel as you did with Start date & time panel, this reel will not let you go past the present day and time.

Finally touch the Total work hours panel and a reel appears with hours and minutes rollers set them with the hours you have work since your 24 hour break period, then press done button top right hand corner. The total work hours will now appear in the + Previous total on logbook page.

Cancel

Sibatec Logbook

i

10003

Driver's License

MB2468

Driver's Name

Henry Matterson

Start Time

Midday

Date

08/04/13

Start

Drive

Start Rest

Stop Driving

12

9

3

6

Start Time

Finish Time

Hrs	Rest Time	Work Time	Location & Remarks	Registration even Vehicle	Distance Record for vehicles subject to RUC
12					
2					
4					
6					
8					
10					
12					

Cancel

Previous work

Done

Start date & time

20 Jan 2014 7:00 am

Nature of work

Yard Duties

Finish date & time

23 Jan 2014 2:15 pm

Total work hours

29 hrs 45 mins

27

28

29

30

31

43

44

45

46

47

hrs

mins

If YES was pressed by mistake touch the Cancel button on top left hand side of box and logbook will continue as normal bring in the worked hours of pervious logbook page since 24 hour break period. (as per illustration on page 9)

Also, the "Previous work" details will appear at the bottom of logbook page as per below.

Telstra
5:10 pm
71%

Sibatec Logbook


Driver's License

Driver's Name

Start Time

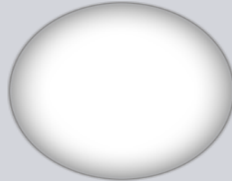
Date

Finish

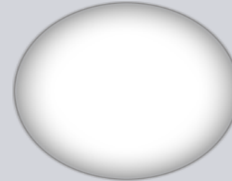


Start Time

Drive




Start Rest



Finish Time

Stop Driving



Hrs	Rest Time	Work Time	Location & Remarks	Registration Driven Vehicle	Distance Record for vehicles subject to RUC
12					
2					
4					
6					
8					
10					
12					

Previous work details:

Start date & time: 20 Jan 2014 7:00 am

Hours worked: 29 hrs 45 mins

Finish date & time: 23 Jan 2014 2:15 pm

Remarks: Yard Duties

End of last 24hour break

Work time today

+ Previous total

Total hours

Current Speed
0.61 km/hr

Add Remarks

Previous Logbook Records

When NO is pressed in the “Is this the start of a cumulative work period” box the logbook will continue for regular driving duties including previous work hours since the last 24 hour break period.

A box will then appear with the GPS address asking to confirm YES or NO

When YES is pressed this GPS address will go into the location and remarks column. A second box will appear called "Remarks", which allows a driver to enter any text related to the start time. Enter the text if required then press Done or just press Done if no text is required. (illustration on next page)

Sibatec Logbook 10002

Driver's License: MB2468 Driver's Name: Henry Matterson Start Time: Noon Date: 23/01/14

Start Drive Start Rest Stop Driving

Start Time: 04:44 pm Finish Time:

Hrs	Rest Time	Work Time	Location & Remarks	Registration Driven Vehicle	Distance Record for vehicles subject to RUC
12					
2					
4					
6					
8					
10					
12					

Is this your current location?

41 Stewart Parade, Manly QLD 4179, Australia

YES NO

End of last 24hour break: 23/01/14 Work time today: 0 min + Previous total: 0 min Total hours: 0 min

Current Speed: 0.00 km/hr Add Remarks Previous Logbook Records

Sibatec Logbook



10002

Driver's License

MB2468

Driver's Name

Henry Matterson

Start Time

Noon

Date

23/01/14

Start

Drive

Start Rest

Stop Driving

Start Time

04:44 pm

Finish Time

Hrs	Rest Time	Work Time	Location & Remarks	Registration Driven Vehicle	Distance Record for vehicles subject to RUC
12					
2					
4					
6					
8					
10					

Remarks:

Done

QWERTYUIOP

ASDFGHJKLreturn

↑ZXCVBNM!/?↑

123🔊123📱

If NO is pressed, a box will appear to allow the driver to enter the correct address and any remarks, then press Done when completed. This will replace the GPS address, and this is also used in the case where the vehicle is off road or no GPS address appears.

The image shows the 'Sibatec Logbook' application on an iPhone. At the top, the status bar displays 'Telstra', signal strength, time '5:36 pm', and battery level '69%'. The app header 'Sibatec Logbook' is centered, with an information icon and the number '10003' on the right. Below the header, there are input fields for 'Driver's License' (MB2468), 'Driver's Name' (Henry Matterson), 'Start Time' (Noon), and 'Date' (23/01/14). The main interface features four large buttons: 'Finish' (grey), 'Drive' (red), 'Start Rest' (green), and 'Stop Driving' (grey). Under these buttons are three circular gauges. The first gauge is a clock showing approximately 5:09. Below the gauges are 'Start Time' (05:09 pm) and 'Finish Time' (empty) fields. The bottom half of the screen is a logbook table with columns: 'Hrs', 'Rest Time', 'Work Time', 'Location & Remarks', 'Registration Driven Vehicle', and 'Distance Record for vehicles subject to RUC'. A modal dialog is open, titled 'Enter your current location address', with a text input field and a 'Done' button. A virtual keyboard is visible at the bottom of the screen.

2. Drive

When ready to start driving, press the **Drive** button, a box will appear asking to confirm YES or NO to the GPS address. If the button was pressed by mistake press the **Exit** button

(This is the same box as YES or YES or YES or 5)

Press YES to insert GPS address or press NO and another box will appear to allow the correct address to be entered, this will replace the GPS address, this is also used in the case where the vehicle is off road or no address appears

(This is the same box as shown on the illustration on page 5)

Once either of the above has been completed a box will appear requiring the vehicle registration number and hubometer reading. Once entered you are now ready to drive

The screenshot shows the 'Sibatec Logbook' app interface on a mobile device. At the top, the status bar shows 'Telstra', '5:41 pm', and '68%' battery. The app header includes an information icon and the number '10003'. Below the header, there are input fields for 'Driver's License' (MB2468), 'Driver's Name' (Henry Matterson), 'Start Time' (Noon), and 'Date' (23/01/14). A row of four buttons is displayed: 'Finish' (grey), 'Drive' (red), 'Start Rest' (green), and 'Stop Driving' (grey). Below these buttons are three circular gauges. The first gauge is a clock showing '05:09 pm' for 'Start Time'. The second and third gauges are empty. Below the gauges are two empty input fields for 'Start Time' and 'Finish Time'. A table with five columns is visible: 'Hrs', 'Rest Time', 'Work Time', 'Location & Remarks', 'Registration Driven Vehicle', and 'Distance Record for vehicles subject to RUC'. A modal dialog is overlaid on the table, titled 'Vehicle Registration Number:', with a text input field. Below it is 'Hubometer Reading' with another text input field. A 'Done' button is at the bottom right of the modal. A virtual keyboard is visible at the bottom of the screen.

Hrs	Rest Time	Work Time	Location & Remarks	Registration Driven Vehicle	Distance Record for vehicles subject to RUC
12					
2					
4			05:09 pm		
6					
8					
10					

Once you have completed your drive period or allocated driving time, you either press the Start Rest button to take your mandatory break or, the Work Time button for carrying on working outside of driving duties

3. Start Rest Button from Drive period

When the **Start Rest** button is pressed a box will appear stating “This Rest Period Must Be No Less Than 30 Minutes In Duration, Do You Wish To Continue No /Yes” If you are only taking a short break press No, if you are taking your mandatory break period press Yes. Another box will appear asking to confirm YES or NO to the GPS address

The screenshot shows the Sibatec Logbook app interface. At the top, the status bar shows 'Telstra 3G', '4:48 pm', and '74%' battery. The app header displays 'Sibatec Logbook' and a red '10002' icon. Below the header, there are fields for 'Driver's License' (MB2468), 'Driver's Name' (Henry Matterson), 'Start Time' (Noon), and 'Date' (23/01/14). The main interface features four large buttons: 'Finish', 'Drive', 'Start Rest' (highlighted in green), and 'Stop Driving'. Below these buttons are two circular gauges and two input fields for 'Start Time' (04:44 pm) and 'Finish Time'. A table with columns 'Hrs', 'Rest Time', 'Work Time', 'Location & Remarks', 'Registration Driven Vehicle', and 'Distance Record for vehicles subject to RUC' is visible. A dialog box is overlaid on the table, asking 'This rest period must be no less than 30 minutes in duration. Do you wish to continue?' with 'YES' and 'NO' options. The table shows a log entry for '04:44 pm -> 4179, Australia' and '04:45 pm -> 41 Stewart Parade, Manly QLD 4179, Australia' with registration '294IHZ' and distance '355538'. At the bottom, there are summary fields for 'End of last 24hour break' (23/01/14), 'Work time today' (4 mins), '+ Previous total' (0 min), and 'Total hours' (4 mins). A 'Current Speed' field shows '0.00 km/hr'. There are also buttons for 'Add Remarks' and 'Previous Logbook Records'.

Hrs	Rest Time	Work Time	Location & Remarks	Registration Driven Vehicle	Distance Record for vehicles subject to RUC
12					
2					
4			04:44 pm -> 4179, Australia		
6			04:45 pm -> 41 Stewart Parade, Manly QLD 4179, Australia	294IHZ	355538
8					
10					
12					

Press YES to accept GPS address or press NO and another box will appear to allow the correct address to be entered, this will replace the GPS address, this is also used in the case where the vehicle is off road or no address appears

(This is the same box that appears when the start button is pressed - see page 5)

Once either of the above has been completed a box will appear requiring the new hubometer mileage reading

Telstra 3G

4:58 pm

73%

Sibatec Logbook

Driver's License

MB2468

Driver's Name

Henry Matterson

Start Time

Noon

Date

23/01/14

Finish

Drive

Start Rest

Stop Driving

12

9

6

3

Start Time

04:44 pm

Finish Time

Hrs	Rest Time	Work Time	Location & Remarks	Registration Driven Vehicle	Distance Record for vehicles subject to RUC
			04:44 pm Start - 41 Stewart Parade, Manly QLD 4179, Australia		
6			04:45 pm Australia	HZ	355538
8			04:48 pm Australia		355599
10			04:55 pm completed		
12			04:55 pm Australia	KUW	24171
2					

Hubometer Reading

24242

Done

1 2 3 4 5 6 7 8 9 0

- / : ; () \$ & @ return

#+= undo . , ? ! ' " #+=

ABC ABC

4. **Stop Driving Button** From **Drive Period**

Stop Driving Button is pressed when you are still working but finished the drive period

Press YES to accept GPS address or press NO and another box will appear to allow the correct address to be entered, this will replace the GPS address, this is also used in the case where the vehicle is off road or no address appears. If the Work Time Button was pressed by mistake press the **Exit button**

(This is the same box as shown on the illustration on page 5)

Once either of the above has been entered, a box will appear requiring the new hubometer mileage reading

(This is the same box as shown on the illustration on page 9)

5. **Start Rest Button** from **Stop Driving Period**

When the **Start Rest** button is pressed a box will appear stating “This Rest Period Must Be No Less Than 30 Minutes In Duration, Do You Wish To Continue No /Yes” If you are only taking a short break press No, if you are taking your mandatory break period press Yes. Another box will appear asking to confirm YES or NO to the GPS address

(This is the same boxes as shown on the illustrations on page 16 & 17)

Press YES to accept GPS address or press NO and another box will appear to allow the correct address to be entered, this will replace the GPS address, this is also used in the case where the vehicle is off road or no address appears. If the Work Time Button was pressed by mistake press the **Exit button**

(This is the same box as shown on the illustration on page 5)

6. **Stop Rest Button** from **Rest Period**

When the **Stop Rest** button is pressed before the 30 minute minimum period has been reached a box will appear stating that “You haven’t completed your 30 minutes of rest period. Do you wish to continue asking to confirm NO or YES”. If NO is pressed you will return to your rest period. When YES is pressed a box will appear asking to confirm YES or NO to the GPS address

Telstra 4G 4:55 pm 73%

Sibatec Logbook

i **10002**

Driver's License MB2468

Driver's Name Henry Matterson

Start Time Noon

Date 23/01/14

Finish

Drive

Start Rest

Stop Rest

Start Time 04:44 pm

Finish Time

Hrs	Rest Time	Work Time	Location & Remarks	Registration Driven Vehicle	Distance Record for vehicles subject to RUC
12					
2					
4			04:44 pm -> St 4179, Australia		
6			04:45 pm -> 41 Stewart Parade, Manly QLD 4179, Australia	294IHZ	355538
8			04:48 pm -> 22 Bride Street, Wynnum QLD 4178, Australia		355599
10					
12					

End of last 24hour break 23/01/14

Work time today 4 mins

+ Previous total 0 min

Total hours 5 mins

Current Speed 0.00 km/hr

Add Remarks

Previous Logbook Records

Press YES to accept GPS address or press NO and another box will appear to allow the correct address to be entered, this will replace the GPS address, this is also used in the case where the vehicle is off road or no address appears. If the Work Time Button was pressed by mistake press the **Exit button**

(This is the same box as shown on the illustration on page 5)

Now that you have accepted to come out of the rest period prior to reaching your minim 30 minutes this time is now included in work time and another rest period must be taken before you reach your limit of 5 1/2 hours continues work time,

7. Drive Button from Rest Period

When you start driving from a Rest Period, press the **Drive Button** a box will appear asking to confirm YES or NO to the GPS address

Press YES to accept GPS address or press NO and another box will appear to allow the correct address to be entered, this will replace the GPS address, this is also used in the case where the vehicle is off road or no address appears. If the Work Time Button was pressed by mistake press the **Exit button**

(This is the same box as shown on the illustration on page 5)

8. Finish button

Finish button is only pressed at the end of a completed work period

When the Finish button is pressed a box will appear saying "Are you sure, as this will close off this logbook" NO or YES. Once Yes is pressed it is saved in the system and you cannot reactivate this page. It can only be viewed in the 'previous logbook records

The screenshot shows the Sibatec Logbook app interface. At the top, it displays the driver's license (MB2468), name (Henry Matterson), start time (Noon), and date (23/01/14). Below this are four buttons: Finish, Drive, Start Rest, and Stop Driving. A clock shows the start time as 04:44 pm. A table lists logbook entries with columns for Hrs, Rest Time, Work Time, Location & Remarks, Registration Driven Vehicle, and Distance Record for vehicles subject to RUC. A confirmation dialog box is overlaid on the table, asking "Are you sure, as this will close off this logbook?" with YES and NO options. At the bottom, there are summary statistics: End of last 24hour break (23/01/14), Work time today (14 mins), + Previous total (0 min), and Total hours (15 mins). There is also a section for Current Speed (1.66 km/hr) and buttons for Add Remarks and Previous Logbook Records.

Hrs	Rest Time	Work Time	Location & Remarks	Registration Driven Vehicle	Distance Record for vehicles subject to RUC
			04:44 pm -> Start - 41 Stewart Parade, Manly QLD 4179, Australia		
6			04:45 pm -> 41 Stewart Parade, Manly QLD 4179, Australia	294IHZ	355538
8			04:48 pm -> 21 Stewart Parade, Manly QLD 4179, Australia		355599
10			04:55 pm -> T completed		
12			04:55 pm -> 81 Mountjoy Terrace, Wynnum QLD 4178, Australia	829KUW	24171
2					
4					

If the Finish button is pressed by mistake then press NO and you will return to the current logbook to continue

If you require to close off the logbook from a drive period press the YES button and a box will appear asking to confirm YES or NO to the GPS address

Press YES to accept GPS address or NO is pressed and another box will appear to allow the correct address to be entered, this will replace the GPS address, and this is also used in the case where the vehicle is off road or no address appears

(This is the same box as shown on the illustration on page 5)

Once the above actions have been completed, another box will appear requiring the hubometer mileage reading

(This is the same box as shown on the illustration on page 17)

If you require to close off the Log Book from a Rest period or Work Time period, a box will appear asking to confirm YES or NO do you want to end this session, when the YES button is pressed a box will appear asking to confirm YES or NO to the GPS address

Press YES to accept GPS address or press NO and another box will appear to allow the correct address to be entered, this will replace the GPS address, this is also used in the case where the vehicle is off road or no address appears

(This is the same box as shown on the illustration on page 5)

- **Four System Generated Time Boxes Appear Below The Running Sheet**

‘End of Last 24 hours break’ this box is the end date of the last 24 hour mandatory break

‘Work time today’ comprises of all time allocated in the work time column of this particular work period

‘+Previous total’ is the total work time of the previous logbooks since the last 24 hour break

‘Total hours’ is the total work time of both ‘Work time today’ and ‘Previous total’

- **Bottom line contains three boxes as listed below**

Current Speed Box The current speed of the vehicle will be shown in the 'Current Speed' box (**Note:** This is not to be used as a speedometer by the driver)

Add Remarks Button (shaded in Yellow) Add Remarks button is pressed to add the remarks in a particular scenario during the work day (stopped on southern motorway for 1 hour due to accident), all remarks will be time stamped

Previous Logbook Records Button (shaded in Yellow) allows you to go to the Logbook Reports that will show you the previous logbook entries.

It has four headings, Drivers Name, Logbook ID (page no) Date and Remarks. The Remarks column will have a * in it if there has been a remark added to the closed log sheet.

Press any of the logbook listings and that Logbook will be shown. If a * was in the Remarks column the added Remarks box would show with the remarks. Press the Cancel Button (top left hand corner) and the box will disappear allowing you to view the total logbook sheet. At any time you can add remarks to any of the closed log sheets by pressing the "Add Remarks" button (yellow shade) and type in any commits relating to that logbook page. Touch the close button at top left hand corner and you will return to Logbook Reports page

Also you can get to the logbook records from the **Logbook Reports Button** from the Main Menu (see page 3)

Telstra

5:56 pm

Not Charging

Back

Logbook Reports

Driver's Name	Logbook ID	Date	Remarks
Henry Matterson	10003	23/01/14	>
Henry Matterson	10002	23/01/14	* >
Henry Matterson	10001	23/01/14	>

Cancel

Police Request

Done

ID Number

Name

Email Address

@police.govt.nz

@nzta.govt.nz

Police Request

Note: information will not be allowed to be entered into the system while vehicle is moving.

CASUAL DRIVERS

This is the procedure a casual driver must do to record non driving work hours done since his last 24 hour break prior to start driving

- From Transport Management Application press **Start New Logbook Form** (Page 4)
- **Press Start**
- Press **YES** to accept your name. Logbook must be in your name.
- Press **YES** for cumulative work period
- Previous work box will appear, press box under Start date & time
- Roll tumbler using finger to start date and time then press box under Nature of work
- Type in previous non driving duties worked since your last 24 hour break, then press box under Finish date and time
- Roll tumbler using finger to present date and time then press box under Total work hours
- Roll tumbler using finger to hours and minutes worked since last 24 hour break then press the **Done** button at top right corner
- GPS address appears press **YES** to accept address, or **NO** if the address is wrong or the GPS address didn't appear. Manually enter address, press **Done**
- Remarks box will appear hit **Done**, or type in remarks, then press Done